

What I Wish I Had ~~Known~~ Understood

Sherry Allen

Castlewood High
Russell County Public Schools



Tip #1

Acronyms

IHE

GMD

APR

CCLC

ESEA

NCLB

CREP

Y4Y

LEAs

USED

SSWS

PPICS

ALERT

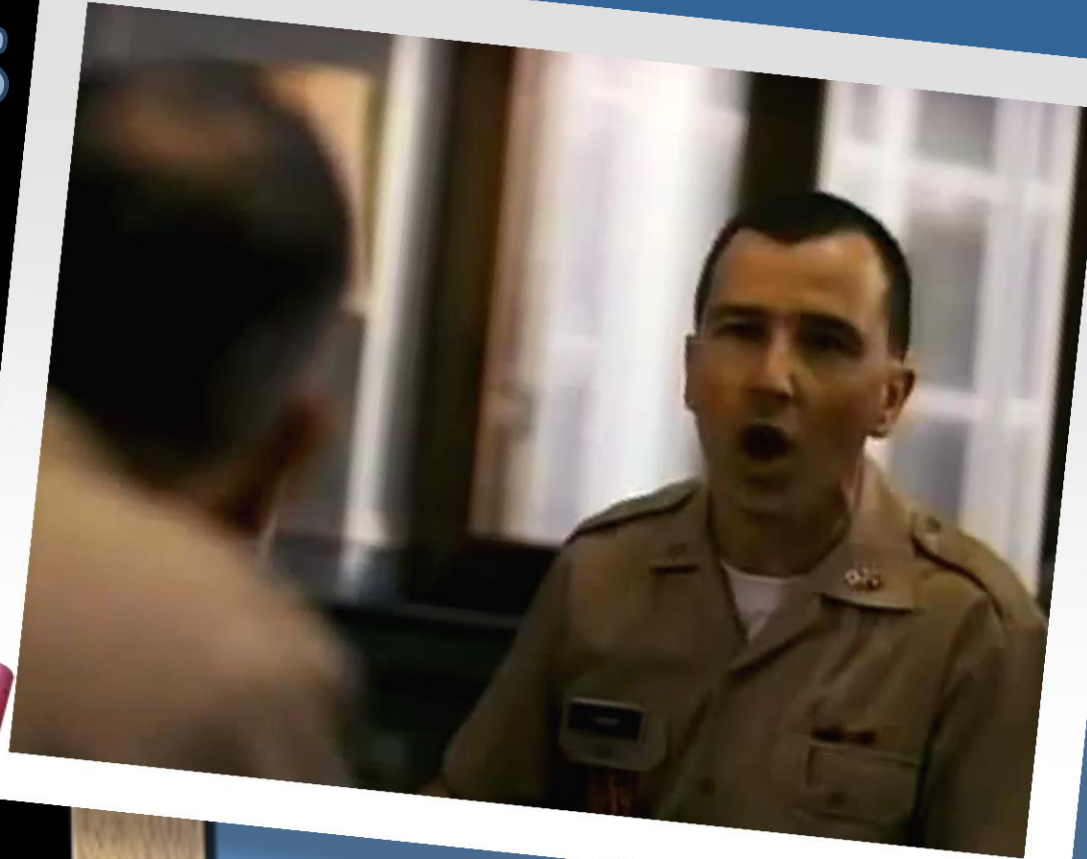
Tip #1

Acronyms

You are
Not Alone...
"Cheat Sheet"
Provided



****Check Folder Laying
On Your Table.**

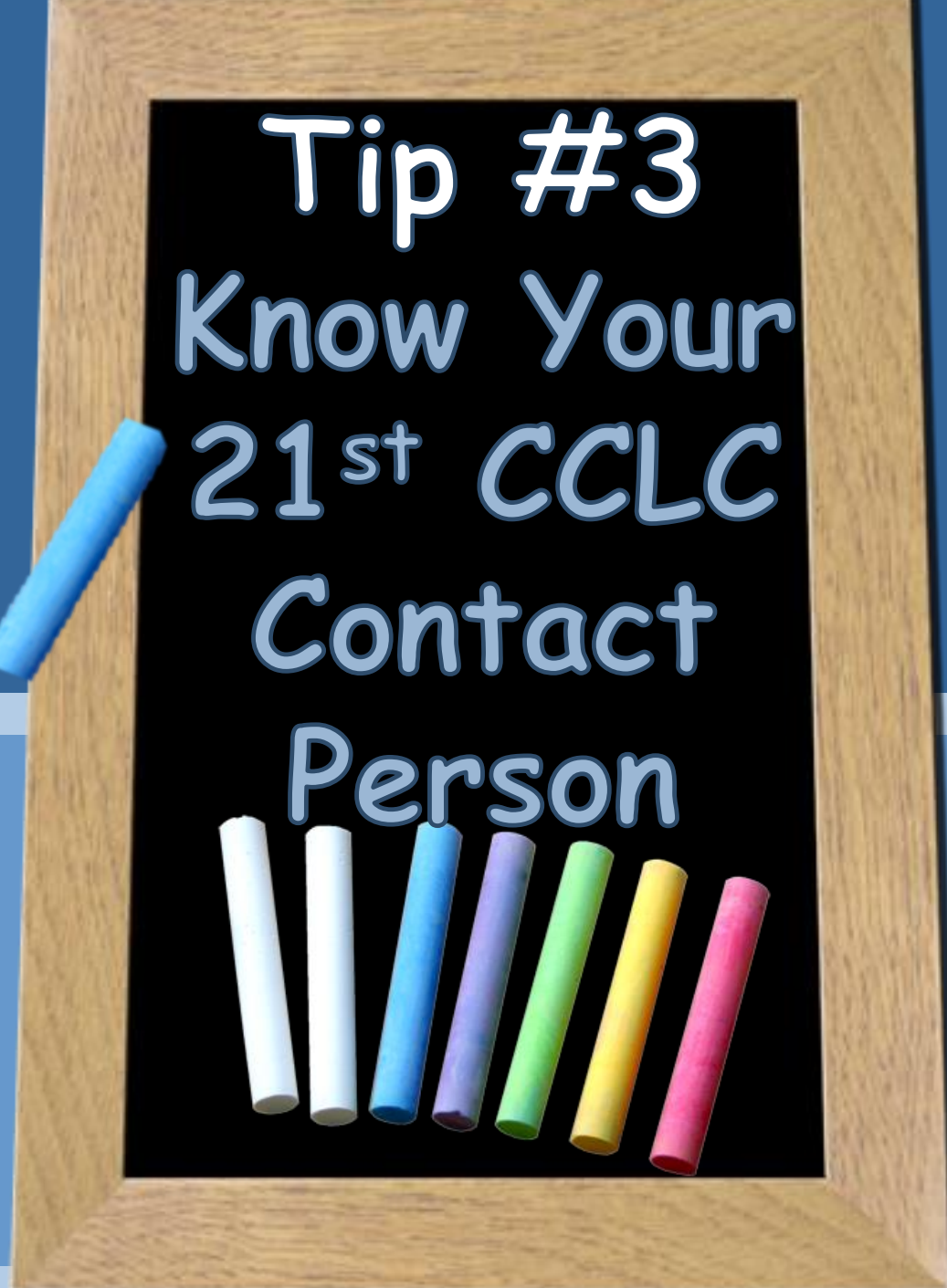


Tip #2

Know Your
Grant AND
Make Sure
Others Know
Your Grant



- Brochures (See Folder)
- Flyers
- Local Handbooks



Tip #3 Know Your 21st CCLC Contact Person

Dawn Dill

- Dawn.dill@doe.Virginia.gov
- (804) 786-9935
- State Evaluation
- Procurement and Payment
- Regions 3 and 7 (See "Cheat Sheet")

Tip #4 The Box

- Attendance
- POs
- Bus Log
- Applications
- Outreach
- Time Sheets
- Lesson Plans

Monitoring
Filing
System

To Be Filed.



Tip #5

Purchasing and Inventory



- ✓ Purchases Must Align With Your Grant—When In Doubt, Refer to the Administrative Handbook, Contact Experienced Coordinators, Contact Your CCLC State Representation
- ✓ Items Purchased Can Not Be Used During the School Day and Must Be Secured
- ✓ Each Non-Perishable Item Must Be Labeled as Purchased by Your Program
 - ✓ Permanent Marker
 - ✓ Label Maker
 - ✓ Engraving Tool
- ✓ Keep An On-Going Inventory of All Non-Perishable Items Purchased (See Folder)



Tip #6
Share.
Share.
Share.

You Do Not
Have To
"Reinvent"
The Wheel.

✓ **Learn From Others**

- ✓ Business Cards
- ✓ Visit Other Programs

✓ **Promote Your Program**

- ✓ Newspaper (See Folder)
- ✓ Social Media
- ✓ Daily Announcements
- ✓ Maintain an Outreach Notebook/File (See Folder)

Tip #7

Activities for After School Should Be Creative, Fun, Energized.



- ✓ High Schools are Especially Challenged with Attendance.
 - ✓ Exciting Activities Increase Attendance
 - ✓ Provide the Opportunity to Meet Students Needs
- ✓ If Your Activity Involves a Field Trip, You Must
 - ✓ Complete a Field Trip Request Form 30 Days Prior for Approval
 - ✓ Form On VDOE 21CCLC Website (See Folder)

Tip #8

Assist Teachers with Lesson Planning



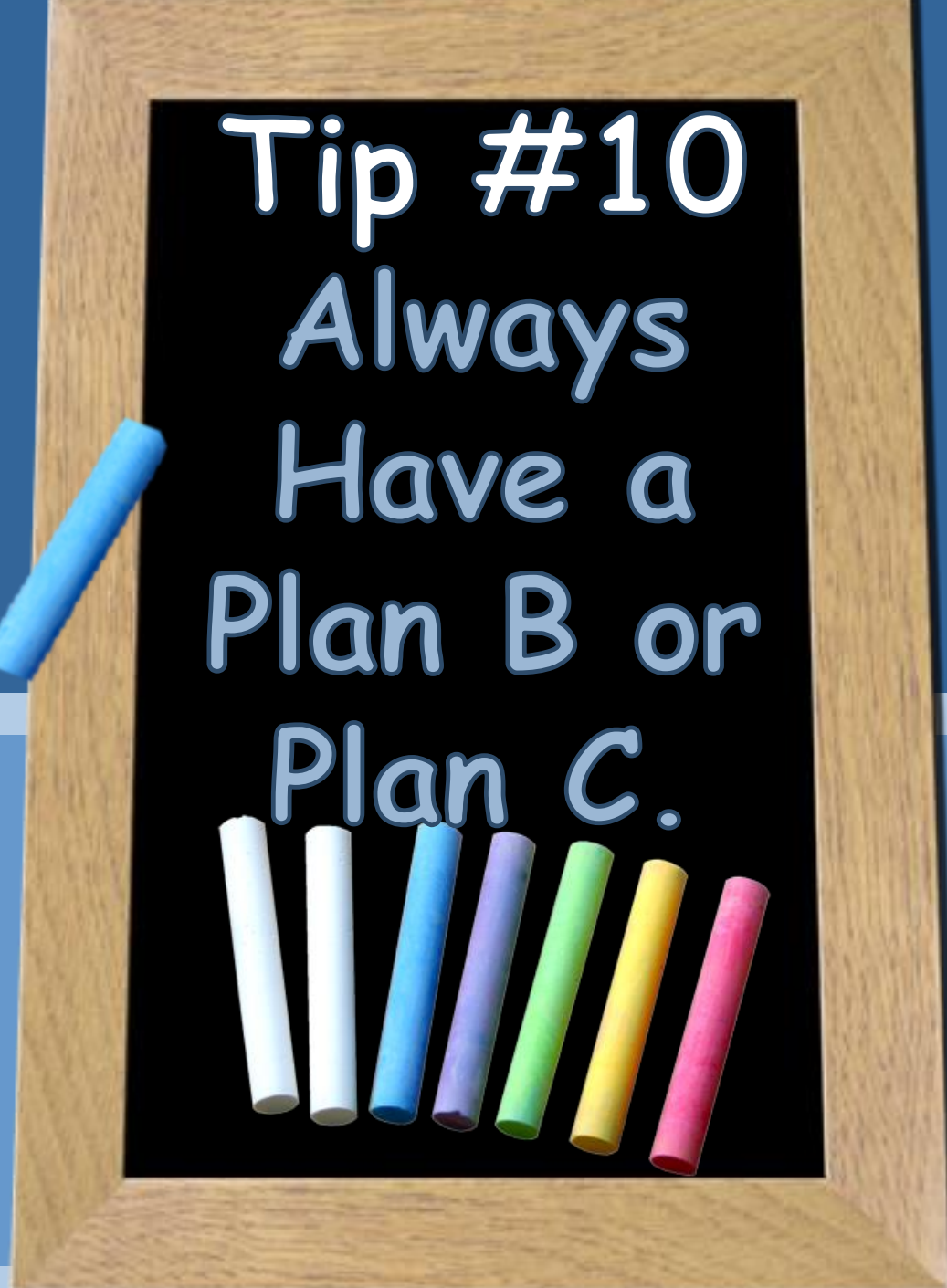
- ✓ Share Vendor Samples and Info
- ✓ Encourage Teachers to Attend Workshops and Conferences
- ✓ Web Sites (See Folder)

Tip #9

Reach Out to Other
Programs in Your
School and Community
to Increase
Attendance and
Awareness



- ✓ Coaches
- ✓ Club Sponsors
- ✓ Organization Advisers



Tip #10
Always
Have a
Plan B or
Plan C.

- ✓ Covering for Staff
- ✓ Alternate Activity
- ✓ Transportation Issues

Tip #11

Union is
Strength.
Together
We Can
Accomplish
More.

